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# **GOVERNMENT OF THE DISTRICT OF COLUMBIA**

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## **RECORDS RETENTION SCHEDULE**

**Office of Administrative Hearings**



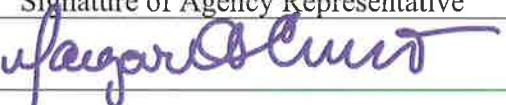
**Update:** August 1-2021

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of Public Records

## REQUEST FOR APPROVAL OF AGENCY RECORDS RETENTION SCHEDULE

1. Agency	Office of Administrative Hearings	
2. Schedule No.	DCRS 21-0011	
3. Amendment/ Addendum No		
4. Contact Person		
5. Address	441 4th Street, NW Suite #450 Washington, DC 20001	
6. Telephone No.	(202) 442-9094	
7. Action Requested	X	a. Approval of agency records retention schedule
		b. Approval of amendment/addendum to agency retention schedule
c. Remarks		

Signature of Agency Representative	Title	Date
	Chief Administrative Law Judge	10 Aug 2021

### Approvals

 Signature of DC Archivist	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	8/11/2021
 Signature of Public Records Administrator	<input type="checkbox"/> Approve	<input type="checkbox"/> Disapprove	Date

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# GOVERNMENT OF THE DISTRICT OF COLUMBIA

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# **GOVERNMENT OF THE DISTRICT OF COLUMBIA**

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## **Introduction to Agency Retention Schedule**

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### **The Importance of Records**

Records are the institutional memory of government. Every agency is responsible for creating and maintaining records that adequately document the organization, functions, policies, procedures, and major activities of the agency. An agency's records should reflect the evolution of agency policies and decisions, provide the information needed by successor officials to make intelligent decisions, and provide a lasting record of the unique contributions of the agency. Proper records must be kept to document the financial and legal commitments and interests of the government and of its citizens, and to permit oversight of an agency's activities.

### **Records Management**

It is not only important that every agency create and maintain adequate documentation, but also that it provide for the proper disposition of its records by adopting a comprehensive records management program. Such a program establishes controls over records from the time of their creation to the time of their final disposition. It seeks to (a) provide for the timely and systematic removal of inactive records from an agency and the eventual destruction of those of a temporary nature after an appropriate length of time; and (b) identify those records of such historical or other importance that they should be preserved permanently in the District of Columbia Archives. A records management program is vital to the efficient and economical operation of government. Without it, offices would be drowning in records, at tremendous costs to the government in space, filing equipment, staff, and general efficiency of operations.

### **Records Schedule**

The records schedule forms the heart of a good records management system. A schedule identifies those records of continuing value that are suitable for accessioning into the D.C. Archives and authorizes agencies to dispose of those records of temporary importance. A schedule is a detailed timetable that specifies the length of time records should be kept in active and inactive status prior to their final disposition. It prescribes how long a record should be maintained within an office before it may be destroyed, moved to low-cost storage in the D.C. Records Center, or transferred to the D.C. Archives to be preserved permanently.

There are two (2) types of records schedules: (1) an agency retention schedule; and (2) a general records schedule.

- (1) Agency Retention Schedules – The attached schedule is an agency retention schedule. It is based on a survey of the specific records created, received, utilized and maintained in the various offices of your agency, and its disposition instructions are tailored to those records unique to your agency. It provides legal authority for the disposition of official records of your agency alone.
- (2) General Records Schedule - In addition to agency records schedules, there are also general records schedules. These schedules provide disposition authority for records common to most or all agencies of government. They cover records relating to personnel, fiscal functions, accounting, budget, procurement, transportation, and other common or housekeeping functions. An agency may implement or utilize the disposition instructions of a general records schedule where applicable or may apply a retention period that differs from that in the general schedule by submitting a retention schedule for that particular record series. However, General Schedules do not apply to documents dated before January 1, 1921. If you have records in your office dated earlier than 1921, please contact the D.C. Archives for an appraisal of those records.

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The general records schedules that have been developed for the District of Columbia are embodied in D.C. General Records Schedules 1-18 and 20-24. The Office of Public Records is currently in the process of updating the DC General Schedule to reflect changes in the government, the implementation of new procedures, policies, and practices, as well technology over the past 30 to 40 years. Changes will be posted and agency records management officers will be notified.

## **Amending an Agency Records Retention Schedule**

An agency records retention schedule is not a static document, it must be reviewed and revised on a regular basis. The organization of an agency, its functions, and programs are constantly changing, and the schedule must be continually updated to incorporate these changes. Amendments to agency schedules may be initiated either by the agency or by the Office of Public Records. Regulation 1 DCMR 1504.1(h) requires Agencies to review schedule annually to insure that it is up-to-date and provides for the disposition of all series of records not covered by the general records schedules. In order to understand and apply the records retention schedule for your agency, it is important to define certain terms that are used in records management and archives.

## **What are Public Records?**

Public records are defined by the District of Columbia law as “any document, book, photographic image, electronic data recording, electronic mail, paper, video recording, sound recording, microfilm, computer disk, or other material, regardless of physical form or characteristic, that documents a transaction or activity made, received, or retained pursuant to law or in connection with the transaction of public business by or with any officer or employee of the District.” Records are made or received and utilized by an office as it conducts its business. They relate directly to the mission of an agency and document the functioning of an agency. Although a paper document is the most common form of a record, a record can be of any physical characteristic. Computer tapes and disks, sound and video recordings, photographs and motion picture film, microfilm, maps, and charts, may each constitute an official record. Records as defined above belong to the District of Columbia. In no sense are they the personal property of an individual. They may not be destroyed except under legal procedures established by the government. One of the major purposes of an approved agency records retention schedule is to provide authority for the legal disposition of official records.

## **What is Non-Record Material?**

Not every document in a government office is an official record. The following types of material are usually considered non-record: duplicate copies of documents; pamphlets, periodicals, books, printed reports, and other materials maintained for reference purposes; reference copies of Mayor’s Orders, Mayor’s Memoranda, and the D.C. Register; reading files (“chron files”); copies of memoranda, correspondence, reports, and similar materials received from other agencies that require no action; drafts of reports and correspondence and related working papers that don’t impact or are not considered essential to a final decision regarding policies, laws, and regulations, and that don’t demonstrate the thought processes and reasoning behind making those decisions; blank forms, transmittals, and routing slips; and materials relating to fringe activities of an agency such as charitable fund drives.

Non-record materials are disposable on agency authority alone. If you are unsure as to the status of certain kinds of material, please call the Office of Public Records for assistance.

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## **What are Personal Papers?**

Some officials and employees keep personal papers within their offices. These are documents of an unofficial, private nature that pertain to an individual's personal affairs and do not relate to official business. Such papers might include files accumulated by an official (or employee) before they assumed office, or documents relating to one's private concerns, such as outside business activities or memberships in professional organizations, or personal notes or diaries that are totally unrelated to public business.

It is important that such papers be kept apart from official records and that they are clearly labeled as private papers. Please take care to see that personal papers do not become intermingled and confused with official records.

## **Retention Schedule Basic Terms and Use:**

Close Date	The date or timeframe from which no further information may be added to a record.
Cutoff Date	After records close, a date or timeframe is selected as the "cut off", designating when the record becomes inactive. This date starts the retention timeclock and occurs at regular intervals. Please note, close and cut off may be the same date.
Destroy/Delete	Records may be destroyed or deleted in accordance with DC Code § 2-1701, and Agency policy. Care should be taken to ensure proper destruction of government records.
PHI	Personal Health Information defines the information covered under the HIPAA privacy rule. Federal protections apply to personal health information held by covered entities and gives patients an array of rights with respect to that information. At the same time, the privacy rule is balanced so that it permits the disclosure of personal health information needed for patient care and other important purposes.
PII	Personally Identifiable information (PII), or Sensitive Personal Information (SPI), as used in US privacy law, is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.
Remaining Retention in Records Center	Total retention period minus length of time records are maintained on-site. For permanent records, this is the remainder of the period that the records remain in the legal custody of the agency before transferring to the Archives.
Transfer of Records (Physical)	Upon completion of on-site retention, records may be transferred to the Records Center, the DC Archives or deleted. Records transferred to the Record Center remain in the legal custody of the Agency. FOIA requests for these records are sent to the Agency, and the Agency is responsible to respond and release information as appropriate.

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Transfer of Records (Legal)	Upon completion of on-site retention, records may be transferred to the Records Center, the DC Archives or deleted. Records transferred to the DC Archives transfer legal custody to the Archives. FOIA requests for these records are the responsibility of the Archives.
Total Retention	The total time a record is to be retained in the legal custody of the District after cut off.
Years in Office	Length of time records are maintained on-site at the Agency after cut off.

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# **GOVERNMENT OF THE DISTRICT OF COLUMBIA**

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## **Organization**

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Office of Administrative Hearings

## **Policy and Procedures**

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Two hardcopies or a single electronic copy accompany this submission.

## **List of Chief Administrative Law Judges**

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M. Colleen Currie

Deborah A. Carroll (Interim)

Eugene Adams

Wanda R. Tucker (Interim)

Mary Oates-Walker

Tyrone Butler

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## **Citations Impacting Retention**

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### **Federal**

2 CFR § 200.333 (Grants)

### **DC Legislation**

DC Code § 2-1701

DC Code § 2-1706

DCMR § 1-1504.1(d)

### **Court Orders**

None

## **Audits Impacting Retention**

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None

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## Record Schedule

D.C. Law 14-76 established the Office of Administrative Hearings as an administrative tribunal to hear administrative adjudication cases arising under the laws of the District of Columbia. The Office of Administrative Hearings functions as a unified adjudication agency that provides high-quality fair, impartial and efficient system of adjudicating cases at the administrative level.

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
1	Formal Communications (Executive Staff) Formal communications that impact the mission or execution of the mission and programs of the agency. Series includes, but is not limited to, correspondence with the Mayor, Deputy Mayors, City Administrator, City Council, intra-agency, and inter-agency directives. Records are organized chronologically.  Restrictions: None  Media: Paper/Electronic (Secure agency network)  Permanent: Records close when the designated action is superseded or becomes obsolete; and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention for 4 years and then transferred to the DC Archives.	Permanent	None	4 Year

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
2	Public Relations Files (Communications) Text, audio or video recordings of formal speeches, announcements, and remarks to the press. Remarks made at formal ceremonies or during interviews by the agency executive staff and other high-ranking officials concerning agency programs. Restrictions: None Media: Paper /Electronic (Secure agency network)			
a	Formal Interviews: Permanent: Records close upon conclusion of the interview and cut off at the end of the corresponding Mayor's administration. Records are transferred to the DC Archives within 30 days of cut off.	Permanent	None	None
b	News Releases: May be textual records such as a formal press releases or nontextual records, such as film and video or sound recordings. Restrictions: None. Media: Paper/ Electronic (Secure agency network) Permanent: Records close upon distribution of release and cut off at the end of the corresponding Mayor's administration. Records are transferred to the DC Archives within 30 days of cut off.	Permanent	None	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
3	<p>Agency Policy and Procedures (Executive Staff) defining operational guidelines. Each Division within the Department arranges its policies in its own way.</p> <p>Restrictions: None</p> <p>Media: Paper and Electronic (Secure agency network)</p> <p>Permanent: Records close when the policy or procedure is superseded or becomes obsolete and cut off at the end of the fiscal year. Retain records on site four years after cut off, then transfer to the D.C. Archives.</p>	Permanent	4 Years	None
4	<p>Schedule of official activities of agency executive staff</p> <p>Restrictions: None</p> <p>Media: Paper / Electronic (Secure agency network)</p> <p>Permanent: Records close at the end of the fiscal year and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
5	<p>Strategic Plans (Performance Management) Plans and supporting documentation utilized to set the strategic direction for the agency including, but not limited to studies, benchmarking of other jurisdictions, and statistical data supporting current and planned future state. These records are organized by subject and date.</p> <p>Restrictions: Restricted</p> <p>Media: Electronic (Secure agency network)</p> <p>Permanent: Records close when the plan is superseded or becomes obsolete; and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years
6	<p>Performance Reports (Performance Management) The Office of the Chief Operating Officer maintains statistical data regarding the population served, and types of services rendered. Statistics are both quantitative and qualitative in nature. This series does not include employee performance metrics. Records are arranged by topic and year.</p> <p>Restrictions: None</p> <p>Media: Paper / Electronic (Secure agency network/dc.gov)</p>	Published	Permanent	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
b	<b>Unpublished</b> Appraisal: Records close upon completion of the final version of the report and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the DC Archivist for Appraisal.	Appraisal required by DC Archivist		
7	<b>Project Subject Files (Executive Staff)</b> This record documents program-related projects and initiatives. Record consists of all documents and data relating to a specific project from inception to completion. Included are correspondence, memoranda, questionnaires, studies and reports, and related records. Excludes records that impact the mission or vision of the Director's Office which are to be retained permanently. Records are organized by subject. Restrictions: None Media: Paper / Electronic (Secure agency network) Appraisal: Records close upon completion or conclusion of the project and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the DC Archivist for Appraisal.	Appraisal required by DC Archivist		

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
8	<p>Organization Files (Executive Staff) Organizational Charts and reorganization studies that define descriptions of the arrangement and administrative structure of the functional units within the agency. Organized by date.</p> <p>Media: Paper / Electronic (Secure agency network)</p> <p>Permanent: Records close when the version is superseded or becomes obsolete; and cut off at the end of the corresponding Mayor's administration. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.</p>	Permanent	None	4 Years
9	<p>Publications (Communication) Publications on various topics of interest or concern that provide insight and awareness. Organized by topic and year.</p> <p>Restrictions: None</p> <p>Media: Paper / Electronic (Secure agency network, dc.gov)</p>	Permanent	None	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
c	Social Media Posts  Media: Electronic (Stored on Twitter, LinkedIn, and Facebook)  Permanent: Records close when published and cut off last day of the quarter (March, June, September, and December). Records are transferred to the DC Archives within 30 days of cut off.	Permanent	1 Quarter	None
10	Memorandums of Understanding: (Office of the Director) This record documents agreements between DOC and agencies to supply services. Memorandums of Understanding may cover paid and unpaid services and the record includes but is not limited to scope of work and documentation of responsibilities. This record is organized by agency. Examples of such memorandums are the production of license plates.  Restrictions: None  Media: Electronic (Sales Force)			
a	Under \$100,000  Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. Retain the record for 3 years after cut off, and then destroy.	Temporary 3 Years	3 Years	None
b	\$100,000 +  Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. The record is retained for 6 years after cut off and then destroy.	Temporary 6 Years	6 Years	None

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## Operations

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
11	Contracts - This record documents request for quotes, and proposals from vendors. These records may include but are not limited to draft contracts, contract negotiation notes, and description of the goods or services to procured, delivery timeframes, quotes, payment receipts and general terms and conditions. Records are organized by Requisition Number/Purchase Order Number.  Restrictions: None Media: Paper/Electronic (PASS System)			
a	Under \$100,000 Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. Retain the record for 3 years after cut off, and then destroy.	Temporary 3 Years	3 Year	None
b	Over \$100,000 Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. Retain the record for 6 years after cut off, and then destroy.	Temporary 6 Years	6 Years	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
12	Budget Report Files – This record documents Agency Financial Reports, Spending Analysis, and statistical data analysis to assist in evaluating program spending, and reporting performance progress. Records include but not limited to Purchase orders, Credit Card purchase, Lease, Bond, and surety records. Records are organized by date.  Restrictions: None  Media: Electronic Office Server			
a.	Annual Report  Permanent: Permanent. Records close upon publication of the report and cut off at the end of the corresponding Mayor's tenure. Records are transferred within 30 days of cut off to the Record Center for retention and will be transferred to the DC Archives after 4 years.			
b.	All other reports  Temporary: Records close and cut off at the end of the fiscal year. Retain records for 3 years after cut off, and then destroy	Temporary 3 Years	3 Years	None

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**Management Information System Division**

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
13	Information Technology-Maintenance and Use Records (Information Technology) This record documents the maintenance, upgrades and modification made to computer systems, and repositories. Records may include but are not limited to documentation of archiving of older documents, installing new applications, integration of script tasks, and backup of old computers. Records are organized by date.  Restrictions: None Media: Paper/Electronic Office Server	10 years	5 years	
a	Systems and applications Records close when the District discontinues use of the application and cut off at the end of the fiscal year. Retain records until the related master file or database is destroyed pursuant to an approved retention schedule authorizing deletion of the stored data or until the data is transferred to a new application.	Temporary	Until data is transferred or destroyed	None
b	Data Records Appraisal: Records require review by the Archivist prior to disposition.			

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
	Infrastructure Project Records Information Technology (IT) This record documents the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications. Records are organized by program and may include requirements for and implementation of functions such as maintaining network servers, desktop computers, and other hardware.  Restrictions: None  Media: Paper/Electronic Office Server Temporary: Records close when superseded or obsolete and cut off at the end of the fiscal year. Destroy when no longer needed for audit, legal, or operational purposes.	Temporary Until superseded or obsolete	Until superseded or obsolete	None

## Director of Litigation

### Litigation Service Division

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
14	<p>Data Request and Responses - This record documents discovery request and responses issued and received by the Office of Peoples Counsel or other parties of a proceeding. Records include but are not limited to information request. Records organized by subject, then chronologically by date, calendar year, and numerically by case number.</p> <p>Restrictions: Confidential or Critical Infrastructure Information.</p> <p>Media: Paper/Electronic Clio Case Management Database/Office Server</p> <p>Permanent: Records close when proceeding end/close and cut off at the end of the fiscal year. Retain the record for 3 years after cut off, and then transfer to DC Archives.</p>	Permanent	3 Years	None
15	<p>Hearing Records – This record documents hearing proceedings. This record includes but is not limited to Cross-Examinations, exhibits and lists, transcript of testimonies. Records organized by subject, then chronologically by date, calendar year, and numerically by case number.</p> <p>Restrictions: Confidential or Critical Infrastructure Information.</p> <p>Media: Paper/Electronic Clio Case Management Database/Office Server</p> <p>Permanent: Records close upon final determination or all appeals are exhausted, whichever is later. The record cuts off at the end of the fiscal year. Retain the record for 3 years after cut off, and then transfer to DC Archives.</p>	Permanent	3 Years	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
16	<p>Orders/Notices – This record documents Commission and court issued orders or notices. Record includes but not limited to Proceeding, Tolling and Closing Orders. Records are organized from oldest to newest by date and categorized by case number.</p> <p>Restrictions: Confidential or Critical Infrastructure Information.</p> <p>Media: Paper/Electronic Clio Case Management Database/Office Server</p> <p>Permanent: Records close upon final determination or all appeals are exhausted, whichever is later. The record cuts off at the end of the fiscal year. Retain the record for 3 years after cut off, and then transfer to DC Archives.</p>	Permanent	3 Years	None
17	<p>Pleadings – This record documents legislation of cases. Records include but not limited to Motions, Answers, Comments, Reports, and Correspondence. Records are organized by subject, chronologically by date, calendar year, and numerically by case number.</p> <p>Restrictions: Confidential or Critical Infrastructure Information.</p> <p>Media: Paper/Electronic Clio Case Management Database/Office Server</p> <p>Permanent: Records close upon final determination or all appeals are exhausted, whichever is later. The record cuts off at the end of the fiscal year. Retain the record for 3 years after cut off, and then transfer to DC Archives.</p>	Permanent	3 Years	None

## Consumer Service Division Director

### Consumer Service Division

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
18	Consumer Service Case Records – This record documents cases filed by District Citizens, seeking administrative litigation of issues arising under District of Columbia law. Records include but not limited to filings, testimony, signed affidavits, case notes, hearing notices and reports. Records are organized by subject, then chronologically by date, calendar year.  Restrictions: PII.  Media: Paper/Electronic Office Server Permanent: Records close upon final determination or all appeals are exhausted, whichever is later. The record cuts off at the end of the fiscal year. Retain the record for 3 years after cut off, and then transfer to DC Archives.	Permanent	3 Years	None

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**Administrative Records** The records covered in this section relate to routine internal administrative and housekeeping activities are generally facilitative or informational. *They are not basic program records and are not part of official program files.* They are often extra copies of documents whose record copies must be scheduled by submitting a request for records disposition authority.

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
19	Asset Inventory (Facilities Manager) Inventory of physical assets (non-transitory) held by the agency, including furniture, technology equipment, or other physical assets. Inventories are organized by Control ID and Asset Name, and record both location and the last inventory date. Restrictions: None Media: Paper Temporary: Records close and cut off when superseded. Retain records for 2 years after cut off, and then destroy.	Temporary 2 Years	2 Years	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
20	<p>Records Disposition Files (Records Manager) Basic documentation of records description and disposition programs, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Retention Schedules</li> <li>• SF135-Records Transmittal and Receipt</li> <li>• Requests for Records Disposition Authority</li> <li>• Notice of intent to destroy</li> <li>• Confirmation of Destruction of Records</li> </ul> <p>Organized by date and type of file.</p> <p>Restrictions: None</p> <p>Media: Paper/Electronic (Agency Secure Network)</p> <p>Permanent: Records close and cut off at the end of the fiscal year. Retain in Agency permanently.</p>	Permanent	Permanent	None
21	<p>Working Papers Project background records, analyses, notes, drafts, and interim reports</p> <p>Restrictions: None</p> <p>Media: Paper and Electronic (Agency Secure Network)</p>			
a	<p>With Final Action</p> <p>Appraisal: Records close upon final action and cut off at the end of the fiscal year. Records are transferred within 30 days of cut off to the Record Center for Appraisal</p>			

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
b  With no Final Action  Temporary: Records close if no action is taken in three years from final report and cut off at the end of the fiscal year. Destroy upon cut off, or when the record is no longer needed for administrative or reference purposes.		Temporary 3 Years	3 Years	None
22  Administrative Files Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists.  Restrictions: None  Media: Paper and Electronic (Agency Secure Network)  Temporary: Records close and cut off at end of the fiscal year. Destroy when no longer needed for administrative or reference purposes.		Temporary Cutoff at end of Fiscal Year	None	None
23  Schedules of Daily Activities (Non-Senior Officials) Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of D.C. employees.  Restrictions: None  Media: Paper and Electronic (Agency Secure Network)  Temporary: Records close and cut off at the end of the fiscal year. Destroy when no longer needed for administrative or reference purposes.		Temporary Destroy when no longer needed	Until no longer needed	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
24	<p>Mailing and Invitation Lists: This record identifies individuals and organizations that are to receive copies of newsletters, reports, invitations to events, and other issuances.</p> <p>Restrictions: None</p> <p>Media: Paper and Electronic (Agency Secure Network)</p> <p>Temporary: Records close and cut off upon conclusion of the event, meeting, conference, etc. Destroy records when no longer needed for administrative or reference purposes.</p>	Temporary Destroy when obsolete or superseded	Until no longer needed	None
25	<p>Suspense Files (Files noting actions to be taken) Papers arranged in chronological order as a reminder that an action is required on a given date or that a reply should be traced on a given date.</p> <p>Restrictions: None</p> <p>Media: Paper and Electronic (Agency Secure Network)</p> <p>Temporary: Records close and cut off upon completion of review or action. Destroy records when no longer needed for administrative or reference purposes.</p>	Temporary Destroy after action is taken	Until no longer needed	None
26	<p>Transitory Files Papers of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• Letters of Transmittal</li> <li>• Quasi-Official notices</li> <li>• Memos and other papers that do not serve as basis for official action</li> <li>• Holiday notices</li> <li>• Charity notices</li> <li>• Bond Campaigns</li> </ul>	Temporary Destroy when 3 months old or when no longer needed, whichever is sooner	3 Months	None

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Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
	Restrictions: None  Media: Paper and Electronic (Agency Secure Network)  Temporary: Records close upon completion of review or action and cut off at end of the quarter. Retain record for 3 months after cut off and then destroy when no longer needed for administrative, audit or reference purposes.			
27	Contract Administration-Agency Copies (Agency Procurement Staff) Files containing documentation pertaining to the acquisition of procuring physical goods, services, products, and personal property. Procurement files consists of contracts, requisitions, purchase orders work orders, invoices. Organized by Fiscal year.  Restrictions: None  Media: Paper/Electronic (Agency Secure Network, PASS)			
a	Under \$100,000  Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. The record is retained for 3 years after cutoff, and then is prepared for confidential destruction.	Temporary 3 Years	3 Years None	
b	\$100,000 +  Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. The record is retained for 6 years after cutoff, and then is prepared for confidential destruction.	Temporary 6 Years	6 Years None	

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### Non-Records

Non-record materials are disposable upon agency authority. Please direct questions to the Office of Public Records for assistance.

Description
Duplicate copies of documents
Printed Reports from Computer Programs that can be recreated on-demand
Reference or Convenience Copies of official documents (i.e.: copies of Mayor's orders, or correspondence)
Working papers that don't impact or are not considered essential to a final decision regarding policies, laws, and regulations
Library or other reference materials or records maintained solely for convenience or reference
Blank forms
Materials relating to fringe activities of an agency such as charitable fund drives.